

OM Workflow - Steps in Approval Process

Workflow Role in Process	SAP Security Role Required	Required Training
Initiate Action	OM Position Requestor	OM200, OM210, OM220
Funding Approval (Not all OM actions require funding approval)	Agency Position Funding Approver	OM200, OM220, OM250
OSBM Approval (New Perm Positions Only)	OSBM Funding Approver	N/A
Division Approval (If defined by Agency)	OM Position Approver	OM200, OM210, OM220
OSP Approval (if required)	OSP Approver	N/A
Agency Approval	OM Position Approver	OM200, OM210, OM220
BEST Shared Services (processes changes)	BEST OM Processor	N/A

PA Workflow - Steps in Approval Process

Workflow Role in Process	SAP Security Role Required	Required Training
Initiate Action	HR Master Data Maintainer	PA200, PA210, PA310, PA410, (OM220)
Division Approval (If defined by Agency)	HR Master Data Approver	PA200, PA210, (OM220)
Agency Approval	HR Master Data Approver	PA200, PA210, (OM220)
OSP Approval (if required)	OSP Approver	N/A
Funding Approval (if required) -Not all PA actions require Funding Approval	Agency Position Funding Approver	OM200, OM220, OM250
Initiator Processes the Action after all approvals have occurred	HR Master Data Maintainer	PA200, PA210, PA310, PA410, (OM220)